

**Dixon Park Outdoor Aquatic Center
Dixon Street
Fredericksburg, VA 22404**

The City of Fredericksburg, Virginia is soliciting applications by General Contractors interested in pre-qualification to bid the new Dixon Park Outdoor Aquatic Center.

The Dixon Park Outdoor Aquatic Center contains a leisure pool, multipurpose lap swimming / competitive swimming pool, inter-active play equipment and water slides. The facility will also include an administration area, concessions, a bathhouse and a mechanical space for the pool equipment. The associated site amenities include the pool deck and walkways, turf areas, fencing, sand play area and evening lighting.

The construction budget range for this project falls between \$2,000,000 and \$4,000,000. If your firm is interested in becoming pre-qualified for this project, please do the following:

- 1) Complete the attached application in accordance with the attached Instructions and Procedures.
- 2) Complete the AIA Document A305, 1986 Version, as modified herein.
- 3) Mail two (2) copies of the completed application and modified AIA Document no later than 4:30 PM, April 29, 2005 to:

City of Fredericksburg
Parks, Recreation and Public Facilities
Dorothy Hart Community Center
408 Canal Street
Fredericksburg, VA 22401

NOTE: For projects valued over \$1,000,000 the City of Fredericksburg will advertise and pre-qualify contractors on a project-by-project basis. Contractors already on this pre-qualified list will be asked to pre-qualify separately for future projects.

**CITY OF FREDERICKSBURG, VIRGINIA
CONTRACTOR PRE-QUALIFICATION APPLICATION**

INSTRUCTIONS AND PROCEDURES

This document provides instructions and requirements for contractors to submit a Contractor Pre-Qualification Application. **Minority-Owned Business Enterprises, Woman-Owned Business Enterprises and Small Business Enterprises are encouraged to respond to this solicitation.**

- A. GENERAL INFORMATION. The City of Fredericksburg, Virginia procurement policy provides for the pre-qualification of contractors for construction projects valued over \$1,000,000. For projects valued over \$1,000,000 the City will advertise and pre-qualify contractors on a project-by-project basis.

In order to become eligible to bid on construction for the Dixon Park Outdoor Aquatic Center, contractors must first become pre-qualified in accordance with the requirements of these instructions. Bids will be directly solicited only from pre-qualified firms.

- B. APPLICATION REQUIREMENTS. Firms interested in providing bids for the Dixon Park Outdoor Aquatic Center construction project must pre-qualify by submitting a Contractor Pre-Qualification Application for evaluation. The Contractor Pre-Qualification Application must include, as an attachment, a completed *AIA Document A305 (1986 version)*, *Contractor's Qualification Statement*, as modified herein.

- C. Modifications to the AIA Form A305 are as follows and can be answered on separate pieces of paper attached to AIA Form A305:

1. Paragraph 3.1: In addition to the information requested, provide the following for each project:

- a. Previous experience on a minimum of two (2) facilities of similar size.
- b. Previous experience on a minimum of two (2) facilities with a similar budget.
- c. Previous experience on a minimum of two (2) bathhouse and support buildings.
- d. Previous experience on a minimum of two (2) outdoor pool facilities.
- e. Previous experience with the City of Fredericksburg, Virginia.

2. Paragraph 3.4: In addition to the information requested, provide the following for each project:

- a. Owner's representative or contact person with owner, plus telephone number.
- b. Architect's representative or contact person, plus telephone number.
- c. Scheduled and actual completion dates (general contractors only).
- d. Initial and final contract amounts.

3. Paragraph 3.5: In addition to the information requested, provide the following for each project:

- a. Owner's representative or contact person with owner, plus telephone number.
- b. Architect's representative or contact person, plus telephone number.
- c. Scheduled and actual completion dates (general contractors only).
- d. Initial and final contract amounts.

4. Paragraph 3.6: Include resumes of specific personnel likely to be assigned to a project; i.e., Principal, project manager, project engineer, superintendent.

5. Add Paragraph 3.7 (General contractors only): On a separate sheet, provide a description of your scheduling system. Include the following information:

3.7 Scheduling.

- 3.7.1 Description of scheduling program (if computer based)
- 3.7.2 Type of reports generated (CPM, Bar chart, etc.)
- 3.7.3 Names and titles of individuals in firm proficient in its use.
- 3.7.4 Statement on how the system is used in house to support project management including who initiates reports, who receives reports, how reports are used, how reports are updated, frequency of updates, etc.

6. Paragraph 4.2: Include Bank Officer contact and telephone number.

7. Paragraph 4.3: Add the following sub paragraph:

4.3.3: Maximum bonding capacity.

- a. Maximum total value of contract work \$_____.
- b. Maximum value for a single project \$_____.

8. Paragraph 5.1: Requirement to complete this section is waived. As a condition of pre-qualification, the Bidder agrees that: if selected for pre-qualification, the Bidder will provide the Owner with financial statements as structured in Section 5, within ten (10) business days.

9. In addition to the information requested on the AIA form, please answer the following questions:

- A. Is the firm or any officer, director or owner thereof currently debarred pursuant to an established debarment procedure from bidding or contracting to any public body, agency of another state or agency of the federal government? If yes, please detail
- B. Has the firm, or any officer, director, owner, project manager, procurement manager or chief financial officer thereof been convicted within the past ten (10) years of a crime related to governmental or non-governmental construction or contracting, including, but not limited to, a violation of the Virginia Public Procurement Act, the Virginia Governmental Frauds Act, Chapter 4.2 of Title 59.1 of the Virginia Code, or any substantially similar law of the United States or another state? If yes, please detail.
- C. Has the contractor or any officer, director or owner thereof had judgments entered against him within the past ten (10) years for the breach of contracts for governmental or non-governmental construction, including, but not limited to, design-build or construction management? If yes, please detail.

D. EVALUATION

1. Process: Firms submitting the application to the 'Building and Development Services/Dixon Park Outdoor Aquatic Center Evaluation Committee' will be evaluated for pre-qualification. The evaluation will be based on the information provided in the firm's submission as well as any other information the committee obtains concerning the firm's past performance. Interviews may occasionally be required to assist the Committee in its evaluation.

Firms that have submitted an incomplete application will be provided an opportunity to correct any deficiencies. The City will notify the contractor in writing indicating the specific items that need to be addressed in order for the application to be considered. Failure to address the specific items within 5 working days from the date of the request will result in elimination from consideration for this project, but not future work with the City.

2. Evaluation criteria. Evaluation criteria includes the following:

- a. General experience and competence.
- b. Experience with a minimum of two (2) facilities of similar size.
- c. Experience with a minimum of two (2) facilities of similar budget.
- d. Experience with a minimum of two (2) bathhouse and support buildings.
- e. Experience with a minimum of two (2) outdoor pool facilities.
- f. Past performance with regard to schedules, cost control, quality, and responsiveness to the owner (both previous City projects and projects for other owner's).
- g. Compatibility of firm's size, location, personnel, and experience.
- h. Contractor's financial status.
- i. Timely provision of requested information including:
- j. Current debarment of any officer, director or owner from bidding or contracting to any public body, agency of another state or agency of the federal government.
- k. Conviction of the contractor or any officer, director, owner, project manager, procurement manager or chief financial officer within the past ten (10) years of a crime related to governmental or non-governmental construction or contracting.
- l. Entry of a judgment against the contractor or any officer, director or owner thereof for breach of contract for governmental or non-governmental construction.

3. Ratings.

The Evaluation Committee will rate each firm as either "pre-qualified" or "not pre-qualified." Each firm will be notified of its rating in writing via First Class mail at least thirty (30) days prior to the date established for the submission of bids. In the event a contractor is denied pre-qualification, the written notification to the contractor shall state the reasons for the denial of pre-qualification and the factual basis of such reasons.

Firms that are rated as "not pre-qualified", may request a debriefing from the Evaluation Committee. Appointments for debriefing should be made by contacting Parks, Recreation and Public Facilities at (540) 372-1086.

4. Appeals.

If a firm rated as "not pre-qualified" wishes to appeal the rating of the Evaluation Committee, they may do so by the following the procedures outlined below:

- a. Debriefing: Prior to submitting a formal appeal, the contractor must first be debriefed per the procedures above. In order to submit a formal appeal, the request for debriefing must be made within five (5) working days of receipt of the notification by the Evaluation Committee that the firm has been rated "not pre-qualified."
- b. After being debriefed, firms may formally submit an appeal to the City Manager. The appeal must be submitted to the City Manager no later than five (5) working days after the debriefing. Appeals may be faxed to the Department of Fiscal Affairs at (540) 372-1215. The City

Manager's decision shall be final and conclusive unless the firm appeals as provided in the Virginia Code section 2.2-4357.

5. Conditions of Pre-qualification.

As a condition of pre-qualification and by submitting the Contractor's Qualification Statement for consideration, the Bidder agrees that:

- a. The Bidder has read, understands and will comply with all instructions in this application.
- b. The Bidder will notify the Owner within five (5) business days of any material changes to the information contained in this application.
- c. The Bidder will provide the Owner with financial statements within ten (10) business days.
- d. The Bidder will adhere to all provisions of the Drug Free Workplace Act.
- e. The Bidder agrees that if any of the required information or the conditions listed above is violated by the Bidder or, if any responses are found to be materially untrue, the Pre-qualification of the Bidder will be suspended.
- f. The Bidder authorizes the surety and local broker/agent listed in Section 4, Item 4.3 and the bank listed in Item 4.2 to provide any and all information regarding the Bidder to the Owner, as a condition of the Bidder's pre-qualification.

- E. The information submitted to the City will be considered proprietary and confidential in nature and will not be made available to the public.
- F. In order to be evaluated, firms are required to submit two (2) copies of the Contractor Pre-qualification Application and two (2) copies of the modified AIA Document 305 to:

City of Fredericksburg
Parks, Recreation and Public Facilities
Dorothy Hart Community Center
408 Canal Street
Fredericksburg, VA 22401

The package must be clearly marked on the outside: "Contractor Pre-Qualification – Dixon Park Outdoor Aquatic Center".

Pre-Qualification packages are to be received by Parks, Recreation and Public Facilities no later than 4:30 PM, April 29, 2005 at the address shown above. Pre-Qualification packages received after this time and date will not be considered and will be returned to the sender un-opened.